|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Date:** |  |
| **Bureau/Division:** |  |
| **Name:** |  |
| **Email:** |  |
| **Phone:** |  |
| **Alternate POC:** |  |
| Is this conference listed in your Annual Plan? |  Yes **\_\_\_** No **\_\_\_** |
| **If no, explain:** |  |
| Mission Critical: |  Yes \_\_ No \_\_\_ | **Funds Obligated:** |  Yes **\_\_\_** No **\_\_\_** |
| Type of Conference:  | Hosted \_\_\_ Co-Hosted \_\_\_ Attended \_\_\_ Sponsored \_\_\_ Co-Sponsored \_\_\_ |
| Co-sponsors (List) |  |
| Frequency: | Recurring (For Post Review) **\_\_\_** Non-Recurring **\_\_\_** |
| **Official Conference Title**:  |  |
| **Purpose/Synopsis:** |
|  |
| **Start Date:** |  | **End** **Date**: |  |
| # of Conference Days:  |  | **# of Travel Days:** |  |
| **Location: (City/State)** |  |
| Facility Name: |  | **Federal Facility** |  Yes \_\_\_ No \_\_\_ |
| If not a Federal Facility, Explain |   |
| **Conference Website**: |  |
| Reception(s)/Special Event(s): (List Event & Date(s)) |  Yes \_\_\_ No \_\_\_  |
|  |
| Alcohol Provided: |  Yes \_\_\_ No \_\_\_  |
| If yes, how will it be funded?  |
| Does this conference require Post Approval? |  Yes \_\_\_ No \_\_\_  |
| The reason for Post-Approval: | Cost Variance \_\_\_ Optics \_\_\_  |
| Provide Explanation:  |
| Number of Attendees | **Estimated** | **Actual** |
| Commerce Attendees |  |  |
| Other Federal Attendees |  |  |
| Non-Federal Attendees |  |  |
| Federal Invitational Attendees |  |  |
| Non-Federal Invitational Attendees |  |  |
| Total Number of Attendees  |  |  |
| **Attendees Cost** |  |  |
| Common Carrier Transportation |  |  |
| Local Transportation |  |  |
| Lodging |  |  |
| M&IE for Attendees |  |  |
| Breakfast |  |  |
| Lunch |  |  |
| Dinner |  |  |
| Registration Fees |  |  |
| Miscellaneous Cost |  |  |
| Total Attendees Cost |  |  |
| Other Conference-Related Cost | **Estimated** | **Actual** |
| Meeting Space Rental |  |  |
| Audio Visual Equipment and Service |  |  |
| Conference Planner |  |  |
| Trainer/Instructor/Facilitator |  |  |
| Printing Design Work |  |  |
| Other Cost (Itemize Below) |  |  |
|  |  |  |
|  |  |  |
| **Total Conference Cost** |  |  |
| **Average Cost per attendee** |  |  |
| **Cost Comments/ Miscellaneous Cost Description** |
|  |
| **Procurement Method:** |  Appropriated \_\_\_ Non-Appropriated \_\_\_ |
| Provide Description: |
| **Contract awarded before conference approval?** |  Yes \_\_\_ No \_\_\_ |
| **Contract awarded on a competitive basis?** |  Yes \_\_\_ No \_\_\_ |
| Comments: |
|  | **Estimated** | **Actual** |
| Grant Funding: |  |  |
| IAA Funding: |  |  |
| Other Funding: |  |  |
| Total non-DOC Funding:  |  |  |
| Funding Description |
| **General Review Section** | **Yes** | **No** | **Comments** |
| 1. Are Bureau Memos, Attestations complete, and included for the Conference threshold?
 |  |  | If no, explain. |
| 1. Is there an early registration date or expedient approval required for cost reduction?
 |  |  | If yes, provide the date and explain. |
| 1. Is the per diem within allowable limits? If not, is the necessary justification for approval included in the package?

 [GSA Per-Diem Rates](http://www.gsa.gov/portal/category/21287) [DOD Per-Diem Rates](http://www.defensetravel.dod.mil/site/perdiemCalc.cfm) [State Department Per-Diem Rates](http://aoprals.state.gov/web920/per_diem.asp) |  |  | Provide Explanation. |
| 1. Are meals provided at the conference? If yes, are travelers aware of M&IE reduction?
 |  |  | If no, explain. |
| 1. Is there a copy of the conference agenda in the package?
 |  |  | If no, explain. |
| 1. Has pre-approval been granted for sponsorship or agreements?
 |  |  | If no, explain. |
| 1. If any waivers are required, are they included in the package?
 |  |  | If no, explain. |
| 1. Was the use of video conferencing technology considered for this conference?
 |  |  | If no, explain. |
| 1. Do the conference, and associated sponsorship meet acquisition and legal requirements? (i.e., have appropriate solicitor and/or acquisition personnel been consulted?)
 |  |  | If no, explain. |
| **Conference Planning (Hosted or Co-Hosted)** |
| **General Review Section** | **Yes** | **No** | **Comments** |
| 1. Were alternative conference locations considered?
 |  |  | If no, explain. |
| 1. Was the least costly location selected?
 |  |  | If no, explain. |
| 1. Is conference lodging reserved at select hotels?
 |  |  | If no, explain. |
| 1. Are there any optics that the Department should be aware of? If yes, have they been vetted through the appropriate offices?
 |  |  | Provide Explanation. |
| 1. Is the conference over the weekend?
 |  |  | If yes, please explain the additional cost. |